



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

**TO:** Planning Board Members

**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator

**SUBJECT:** Site Plan Approval – Tim Horton's, 501 Mill Street

**DATE:** October 1, 2014

**Request:** Approving the site plan for construction of a 2,007 square foot restaurant with drive-through at 501 Mill Street, parcel 2-02-101

**Applicant:** James Hagan

**Proposed Use:** Coffee shop

**Property Owner:** Zircon Development

### Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: No

### Zoning Information:

District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zone Required: None

**Project Overview:** The applicant proposes to demolish an existing bank (currently unoccupied), and construct a new restaurant slightly west of the existing building. The applicant will also be regarding and repaving the parking areas. The restaurant will include a drive-through window. The site is 0.62 acres.

**Parking:** The applicant will close one curb cut, and use two existing curb cuts for site access. Two-way entrances will thus be provided on both Mill Street and Main Street West. The applicant provides 25 parking spaces, well in excess of the minimum.

The Mill Street driveway should be marked with traffic flow arrows.

The existing driveway aprons are in poor condition and must be replaced.

The applicant should provide and label a snow storage area.

**Sidewalks & Curbing:** Pedestrian access is provided from the Mill Street sidewalk. Most existing walkways are in acceptable condition. However, the applicant should consider rebuilding the curbing along the property's entire frontage.

On Mill Street, no curbing is present and the margin has been covered in asphalt. On Main Street West, there is partial curbing in a few places, but these curbs are not aligned, and much of the margin has been paved over.

Because of increased traffic expected for the Main Street West driveway, the applicant must install a continuous curb between that driveway and the intersection with Mill Street, and remove existing curbs in that area. This will help protect the existing utility pole from impact by vehicles making right turns into the parking lot. The margin between this curb and the sidewalk must be restored with landscaping, concrete, or decorative paving.

The guy wire which crosses the sidewalk should be depicted on the site plan.

The applicant must replace any cracked, uneven, or otherwise substandard sidewalk blocks—including across both driveway entrances. Survey monuments along the sidewalk must be surveyed pre- and post-construction by a PLS to certify that the monuments have not been disturbed.

The applicant must provide and clearly label sidewalk and curb details for any such features to be installed within the City right-of-way. The applicant's internal details differ from the city's.

**Lighting:** The applicant depicts seven new light poles, but does not indicate whether the existing poles will be removed. The existing poles branch and provide light to both the applicant's property and the neighboring parking lot. The photometric plan shows new lighting only, with spillage below 0.5 fc.

The photometric plan shows only single-head fixtures, but the site plan shows some double-head. The applicant must correct whichever plan is in error.

The applicant must depict the proposed electrical service for the new lighting.

**Drainage & Grading:** The applicant will install two new drywells with an overflow discharging into the combined sewer on Main Street West. All existing site runoff appears to be directed to the combined sewer, either via the trench drain, or via the street catch basins.

An increase in runoff to the combined sewer will not be permitted. The applicant must submit a completed, corrected drainage study showing the decrease in runoff for the 1, 10 and 100 year storms. The submitted report, along with the subsequent email correction, indicates an increase in runoff to the combined sewer under proposed conditions. Percolation tests must be performed, and dry wells must be sized to handle a 10-year event.

Main Street West has a concrete sub-base, which must be patched to city standards after installation of the storm sewer overflow connection.

The applicant must provide and erosion and sediment control plan and details.

**Utilities:** The applicant should provide the site details on a separate sheet, and re-label sheet 2 as "Grading and Utility Plan." Parking lot striping should be deleted from the grading plan (except for the handicaps spaces).

The sizes and materials of existing utilities must be labeled, and the sanitary and storm pipe slopes must be called out. The water line should have different line styles for the existing and proposed portions. The pipe must be 2" Type K Copper.

Inverts must be included for the proposed stormwater system. Any foundation drains and roof drains must be depicted, and their connection points called out.

A sanitary sewer cleanout and a water line curb stop must be installed at the street margin.

**Landscaping:** Because a separate landscaping plan is not provided, sheet 1 should be labeled “Site and Landscaping Plan.”

Section 310-59, Paragraph C of the Zoning Ordinance requires a 15’ landscaped area in the front yard, 5’ in the side yards and 5’ in the rear yard for parcels located in Commercial Districts. The proposed site plan shows that the required landscape setback areas have been provided. One existing tree, three new trees and grass are currently proposed for those areas. Staff evaluated the plan based on the Planning Board’s Adopted Landscaping and Buffer Zone Guidelines and found that the landscaping plan is somewhat lacking. In order to meet the intent of the guidelines, several additions should be made to the landscaping plan. An additional large maturing street tree should be added on the West Main Street frontage along with planting beds containing shrubs and perennials. Planting beds containing shrubs and perennials should also be added in between the trees along Mill Street. Large maturing deciduous trees spaced 40’ on center or small to medium maturing deciduous trees spaced 20’ on center should be added in the landscaped areas along the western and northern property lines. When selecting the additional tree species for the landscape plan, the applicant should select a variety of trees such that no one species makes up more than 15% of the total amount. The guidelines contain species information that applicant can use in preparing the revised plan.

As noted above, the plans call for an existing 4” Red Maple to be preserved on the Mill Street side of the property. To ensure that the tree survives the construction, the applicant should include a tree protection detail to prevent damage to the tree’s root system by construction equipment. The detail would likely include the installation of construction fencing around the dripline of the tree.

**Miscellaneous:** The applicant should remove the guardrails that surround the parking lot to support the installation of the additional landscaping noted above and to facilitate snow removal and lawn maintenance operations.

The applicant must provide a demolition plan and delete demolished items from the site plans, except for a dashed outline of the existing building. The applicant should also revise the plans so that proposed features are shown in bold line styles and existing features in light styles.

The street names should be corrected on the site plan—“Main Street West” rather than “West Main Street.”

The applicant must provide at least one original stamped and signed boundary and topographic survey. The survey contour labels are not visible on the provided print.

The survey shows a right of way extending 4.75’ to each side of the western property line. The site plan shows this right-of-way in a different location, the applicant must correct the site plan. This private right-of-way appears to be abandoned; the City has no interest in preserving access.

The site plan should show the zoning districts of neighboring properties.

The applicant’s property consists of four informally combined parcels. The applicant must assemble the parcels by filing a deed with the County Clerk that describes the entire property as a single parcel, prior to issuance of a Certificate of Occupancy.

The dumpster enclosure may not be placed within 15’ of the property line without written permission from the neighboring property owner.

The applicant has not provided all necessary details and cut sheets. The applicant will be provided a list, and must provide all requested details for approval by the City Engineer.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Supply Permit, General City Permit, and Building Permit.

**Summary:**

1. The Mill Street driveway shall be marked with traffic flow arrows.
2. The applicant shall replace the existing driveway aprons.
3. The applicant shall provide and label a snow storage area.
4. The applicant shall install a continuous curb between the Main Street West driveway and the intersection with Mill Street, and remove existing curbs in that area. The margin between this curb and the sidewalk shall be restored with landscaping, concrete, or decorative paving.
5. The guy wire which crosses the sidewalk shall be depicted on the site plan.
6. The applicant shall replace any cracked, uneven, or otherwise substandard sidewalk blocks—including across both driveway entrances. Survey monuments along the sidewalk shall be surveyed pre- and post-construction by a PLS to certify that the monuments have not been disturbed.
7. The applicant shall provide and clearly label sidewalk and curb details for any such features to be installed within the City right-of-way.
8. The photometric plan shows only single-head fixtures, but the site plan shows some double-head. The applicant shall correct whichever plan is in error and provide updated photometric plans if necessary.
9. The applicant shall depict the proposed electrical service for the new lighting
10. The applicant shall submit a completed, corrected drainage study showing the decrease in runoff for the 1, 10 and 100 year storms. Percolation tests shall be performed, and dry wells shall be sized to handle a 10-year event.
11. Main Street West has a concrete sub-base, which shall be patched to city standards after installation of the storm sewer overflow connection.
12. The applicant shall provide an erosion and sediment control plan and details.
13. The applicant shall label the sizes and materials of existing utilities, and call out the sanitary and storm pipe slopes.
14. The water line shall be 2" Type K Copper.
15. The applicant shall label inverts for the proposed stormwater system, and any foundation drains and roof drains shall be depicted, and their connection points called out.
16. A sanitary sewer cleanout and a water line curb stop shall be installed at the street margin.
17. The applicant shall add a large maturing street tree on the West Main Street frontage along with planting beds containing shrubs and perennials.
18. The applicant shall add planting beds containing shrubs and perennials in between the trees along Mill Street.
19. The applicant shall add large maturing deciduous trees of various species spaced 40' on center or small to medium deciduous trees of various species spaced 20' on center in the landscaped areas along the western and northern property lines.
20. To ensure that the existing tree to remain survives the construction, the applicant should include a tree protection detail to prevent damage to the tree's root system by construction equipment.

21. The applicant shall provide a demolition plan and delete demolished items from the site plans, except for a dashed outline of the existing building.
22. The applicant shall provide at least one original stamped and signed boundary and topographic survey, with contour elevations clearly labeled.
23. The applicant shall assemble the site parcels by filing a deed with the County Clerk that describes the entire property as a single parcel, prior to issuance of a Certificate of Occupancy.
24. The dumpster enclosure shall not be placed within 15' of the property line without written permission from the neighboring property owner.
25. The applicant has not provided all necessary details and cut sheets. The applicant will be provided a list, and shall provide all requested details for approval by the City Engineer.

cc: City Council Members  
Robert J. Slye, City Attorney  
Brian Drake, Civil Engineer II  
James Hagan, 180 Intrepid Lane, Syracuse NY 13205